

Hadeel Makhlouf

Mobile: [0991574407] **E-mail:** [h.mm1221@yahoo.com]

Personal Profile

Date of birth: 23/1/1995

Gender: Female

Nationality: Palestinian Syrian

Address: Damascus – Jdaydet Artouz

Material Status: Married

Education

[Feb.2017 – May.2020]

Master Degree in Management of Business Organization, Damascus University.

I obtained this certificate from Damascus University, Faculty of Economics with rate good (77.20%)

[Sep.2012 – Oct.2016]

Bachelor's degree in Accounting, Damascus University.

I obtained this certificate from Damascus University, Faculty of Economics with rate very good (81.45%)

Work Experience

[From 01 /Jan / 2023 To 30/4/2023]

[Distribution Clerk] [Full Time]

[UNRWA] United Nations Relief and Works Agency for Palestine Refugees

Responsibilities:

- Check the registration card, identification papers, and the refugee's eligibility for food aid.
- Working on RRIS program and delivering food aid to the refugee and outcome it from the program.
- Handing over the beneficiaries of non-food aid Such as diapers for the elderly, diapers for children, milk and personal hygiene baskets.
- Ensure that the refugee's contact information is completed.
- Conducting a daily inventory of warehouses and ensuring that the delivered and remaining quantities matched with the program.
- Sending a daily report to the distribution officer.

[From 08 /Aug / 2022 to 31/Dec/2022]

[Health Centre Clerk] [Full Time]

[UNRWA] United Nations Relief and Works Agency for Palestine Refugees

Responsibilities:

- Check the registration card and the refugee's eligibility for medical procedures.
- Work on E-health program and referring the patient to the specialist doctor, dentist, laboratory, or family care office.
- Work on the hospitalization program of UNRWA.
- Registering incoming and outgoing mail on the Access program, and delivering medical referrals to their owners after registering them on the EXCEL program.

[From 1/Sep/2019 to 7/Aug/2022]

[Accountant] [Full Time]

[Syria AlKhayr Charity] NGO's charity helps poor patients with their surgeries

Responsibilities:

- Audit the bills, and audit the orders.
- Prepare the daily entry.
- Audit the monthly payroll.
- Follow-up with the certified accounting auditor to approve the budget.
- Monitor account balances and process financial transactions.
- Follow-up all payments to the staff and invoices to external suppliers in a timely manner.
- Provide job training to new employees in accounting and enter financial data using the certified accounting program.
- Studying and analysing the prices offers and selecting the appropriate offer according to the specifications required in the purchase orders.
- Liaise and coordinate with the relevant parties regarding delivery of supplies and keep them informed of any changes in a timely manner.
- Carrying out the organization's periodic system; Contribute to the preparation and implementation of budget.

[From 8/Apr/2015 to 31/Jul/2019]

[Accountant] [Full Time]

[Lamset Shifa'a Charity] NGO's charity specializes in surgical operations. It helps poor patients with their surgeries (especially children). It also supports number of orphan families financially and socially.

Responsibilities:

- Audit the bills, and audit the orders.
- Prepare the daily entry.
- Audit the monthly payroll.
- Checking purchase orders and checking the entries and exits of materials.
- Carrying out the organization's periodic system.
- According to the bank reconciliation.
- Accountant Project for the WHO's funding:
 - Prepare the proposal for the funding.
 - Communicate with hospitals and companies to coordinate between them and the patients to ensure that surgery has done.
 - Follow up the request payments from WHO.
 - Daily report to the management; Monthly report to WHO and final report in the end of contract.

Courses

ICDL, 2017.

Excel Advanced, 2016.

Intermediate Accounting, 2016.

NGO's Project Cycle Management Workshop, 2015.

Diploma of Computerized Accounting (AlYaseer, AlAmeen), 2013.

Language

Arabic: Mother tongue

English: Fluent

Skills

Technical: I use the following programs very well:

- Microsoft Office (Word, PP, Excel, Access, Outlook)
- Communication devices
- Accounting programs (AlYaseer, AlRasheed, AlAmeen)
- Social Media

Interpersonal: Teamwork and good communication skills

References

[Nour Khalaf]

[Distribution Supervisor, UNRWA]

Tel: [+963992771730]

Email: [NO.KHALAF@UNRWA.ORG]

[Fateen Almasri]

[Head Health Center, UNRWA]

Tel: [+963988290122]

Email: [F.ALMASRI@UNRWA.ORG]

[Suzan Daboura]

[Chief Accounting, Lamset Shifa'a Charity]

Tel: [+963994945672]

Email: [Suzan-su86@hotmail.com]